2009 Higher School Certificate Courses
'N' Determinations

Principal warns student in writing, provides opportunities for catching up, allows time for problem to be corrected and issues follow-up warning letter(s).

↓

Where a student has not met the Board of Studies' Course Completion Requirements, Principal makes 'N' determination and completes ***Principal's Determination Form*** by

Friday, 4 September 2009.

↓

Principal advises student (by **Friday, 4 September 2009**) and records 'N' determination via Schools Online. Student (and Parent/Guardian, if student under 18) signs ***Principal's Determination Form.*** Principal provides the student with a copy of ***Principal's Determination Form*** and ***Student Appeal Form.***

↓

Student makes no appeal. All related documentation kept at school. **No further action.**

Student appeals. Student completes ***Student Appeal Form*** and submits it to the Principal by **Tuesday, 8 September 2009.**

↓

Principal/Review Committee considers student's appeal and reviews determination.

↓

Principal/Review Committee **declines** student appeal. Student advised by

Monday, 14 September 2009.

Principal/Review Committee **upholds** student appeal. Student advised by **Monday, 14 September 2009**.

Adjust student's record via Schools Online by **Friday, 18 September 2009.** **No further action.**

↓

Student makes no appeal to the Board of Studies and signs appropriate student declaration on ***School Review – Principal's Report Form.***

All documentation kept at school.

No further action.

Student requests Board of Studies review of appeal by signing and submitting appropriate declaration on ***School Review – Principal's Report Form*** by **Friday, 18 September 2009**. School submits the following documentation to the Office of the Board of Studies:

- ***Principal's Determination Form***
- ***Student Appeal Form***
- ***School Review Principal's Report Form***
- ***Copies of all warning letters issued***
- ***Any other evidence, eg teacher reports, record of interviews***

By **Friday, 25 September 2009.**

↓

Office of the Board of Studies conducts review of student appeal.

↓

Office of the Board of Studies makes final decision.

↓

Office of the Board of Studies notifies student in December 2009.

Office of the Board of Studies notifies principal in December 2009.